

CITY OF DEFIANCE
WATER POLLUTION CONTROL DIVISION

INSTRUCTIONS FOR
BASELINE MONITORING REPORT

WATER POLLUTION CONTROL
ROUTE 281 EAST
DEFIANCE, OHIO 43512
782-0841

CITY OF DEFIANCE

INSTRUCTIONS FOR COMPLETING BASELINE

MONITORING REPORT (BMR)

These instructions were prepared to help you fill out the Baseline Monitoring Report and refers to each section and item number on the form. In completing this form, use current information.

Where a question does not apply, a "not-applicable" (N/A) response should be entered. If additional space is required to answer a question, attach sheets marked to show the section and item number and write in the appropriate blank on the form "continued on additional sheet." If you have any questions, please call the Water Pollution Control Division, phone 782-0841.

The Defiance Municipal Code of Ordinances Chapter 925.06(a) requires industrial dischargers to file with the City the information requested on this BMR form. Failure to file the Baseline Monitoring Report is a violation that carries penalties as outlined in Chapter 925.10 of the Code. Note: Enclosed with the BMR information is a copy of Chapter 925 of the Municipal Code that governs use of sewers.

This form must be completed and returned by no later than _____
to: Water Pollution Control
City of Defiance
26273 St. Rt. 281 East
Defiance, OH 43512

You should keep a copy of the completed Baseline Monitoring Report for your file.

SECTION A - GENERAL INFORMATION

1. The name used for official transactions or as it appears on company stationery.
2. Address to where correspondence on the Baseline Monitoring Report or other City business should be sent.
3. Address of plant or building where "industrial discharge" to City sewer system occurs.
4. Self-explanatory.

5. Self-explanatory.
6. The information contained in this report when completed should be adequate for determination of compliance status.

Official to sign: (A) For a corporation, a principal executive officer or a duly authorized representative, provided that such representative is responsible for the overall operation of the facility discharging to the treatment works; or (B) For a partnership or proprietorship, by a general partner, or the proprietor.

SECTION B - FACILITY OPERATIONAL CHARACTERISTICS

1. Self-explanatory.
2. Seasonal to mean a portion of the year. Example: Tomato canning during the months of August, September, and October.
3. Indicate with a check the shifts worked on each day. If the workweek starts with 3rd shift on Sunday, check 3rd on Sunday and continue checks for the remaining days in the week.
4. Fill in the starting time for each shift, include the number of employees for that shift. Include office workers, executives, watchmen whose hours generally coincide with the times of production shifts.
5. Some facilities close for maintenance, repair, inventory, and/or product or process changes. Indicate when these occur and the duration(s).

SECTION C - PRODUCT OR SERVICE INFORMATION

1. Self-explanatory.
2. Describe the primary operation(s) at the facility. For example, if "dairy products" are manufactured, the primary operations might be: receiving milk, bottling milk, condensing milk, ice cream manufacturing, cheese making, and butter making.
3. The SIC number can be found in the Standard Industrial Classification Manual published in 1972 as prepared by the Statistical Policy Division, Office of Management and Budget, Washington, D.C. The SIC numbers reported should be 4 digit numbers which best describe the various products or services provided. List these numbers in order of "decreasing" importance based on volume. Also, manufacturing of a product may incorporate separate processes. An example would be a tool manufacturer who

electroplates. The primary activity of tool manufacturing is SIC code 3423. However, since electro-plating is performed, a secondary SIC code or 3471 is also listed. Describe each process for each listed SIC code.

4. Self-explanatory.
5. Additional information concerning item 3 above. Use specific products and rate of production. Example: Condensed milk at 250 cans/hour.
6. By-products or residue from production and how it is disposed of.

SECTION D - WATER USE INFORMATION

1. Use previous year's data. To obtain the daily average flow in gallons per day, use the calculation shown below.

$$\text{Average gal/day} = \frac{\text{Total of previous year's usage (gallons)}}{\text{Total number of previous year's Operation Days}}$$

Note: 100 cubic feet = 748 gallons.

2. Other than metered City water use.
3. Self-explanatory.
4.
 - A. Identify brand names here. Check the manufacturer specifications of the product and identify the chemical compounds contained in the product on Table 2, pages 10-12 of BMR.
 - B. Raw water treatment to include water softening, boiler chemical additions, filters, ion exchange units, coagulation and precipitation units, etc.
 - C. Any water that is re-used back into the facility. May include a pond that is used to recycle the water for additional utilization.

SECTION E - WASTEWATER INFORMATION

1. Self-explanatory.
2. Volume of wastewater should equal the volume of water usage in Section D, item 3.

3. Self-explanatory.
4. Batch discharge is wastewater that is stored and then drained to the sewer. Example: Once/hour, once/day, once/week, etc.
5. In the schematic, also include the layout of the plant by major areas of activities such as process, storage, maintenance, and office areas. This layout should be general in nature and not too detailed. The process areas should be more detailed to identify "process types." If the plant is multi-level, then a plan for each floor is required. Each building sewer is to be shown, and the discharge connection identified (sanitary sewer, storm sewer, direct discharge outlet, etc.). Arbitrarily number each sanitary sewer (most facilities will probably only have one sewer), and show where wastewater samples can be collected. Also, indicate where individual processes may be sampled, if applicable.

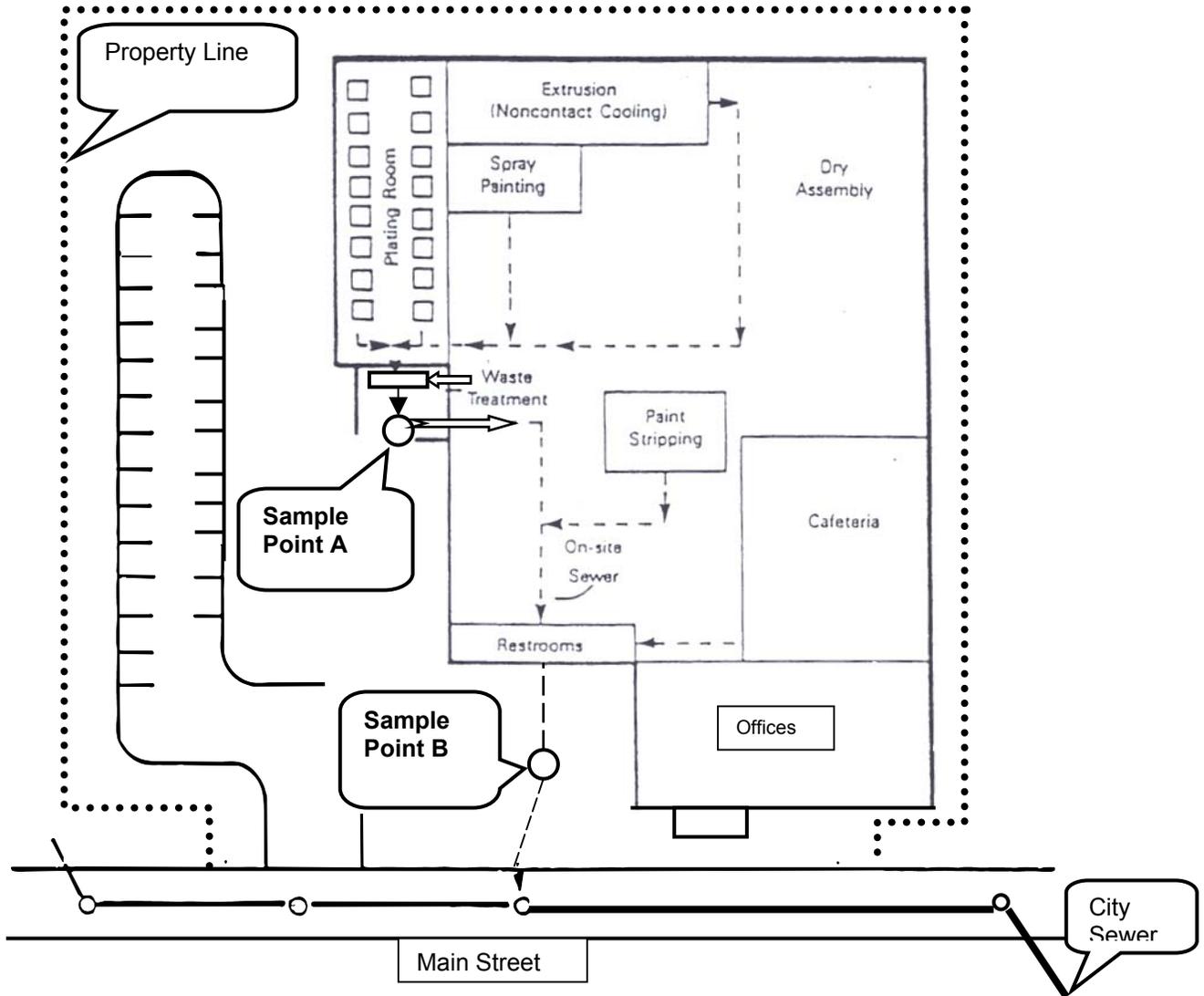
See attached Example 1.

6. See attached Example 2.
7. Self-explanatory.
8. Self-explanatory.
9. In Table I, place a check by the characteristics that generally describe your wastewater discharge. Check all that apply.
10. Include all chemical compounds and elements that are used or generated as pure elements or compounds, or as constituents of other chemical compounds. Example: Check "cadmium" if you use cadmium nitrate. Refer to Appendix A for a partial listing of synonyms.

To obtain the required information for this section, a review of substances or materials used in or generated by the facility is necessary. Many of the substances are ingredients of materials in common use. A careful review of labels may be necessary to determine their presence or absence. When using proprietary products for cleaning or other purposes, it may be necessary to consult suppliers for assistance in determining whether a priority pollutant is present.

Also indicate whether these pollutants are directly discharged into the sewer or have a potential to enter the sewer.

11. Self-explanatory. Refers to Table 2.
12. Refer to City of Defiance Sewer Use Ordinance, Section 925.05(a) and (b).

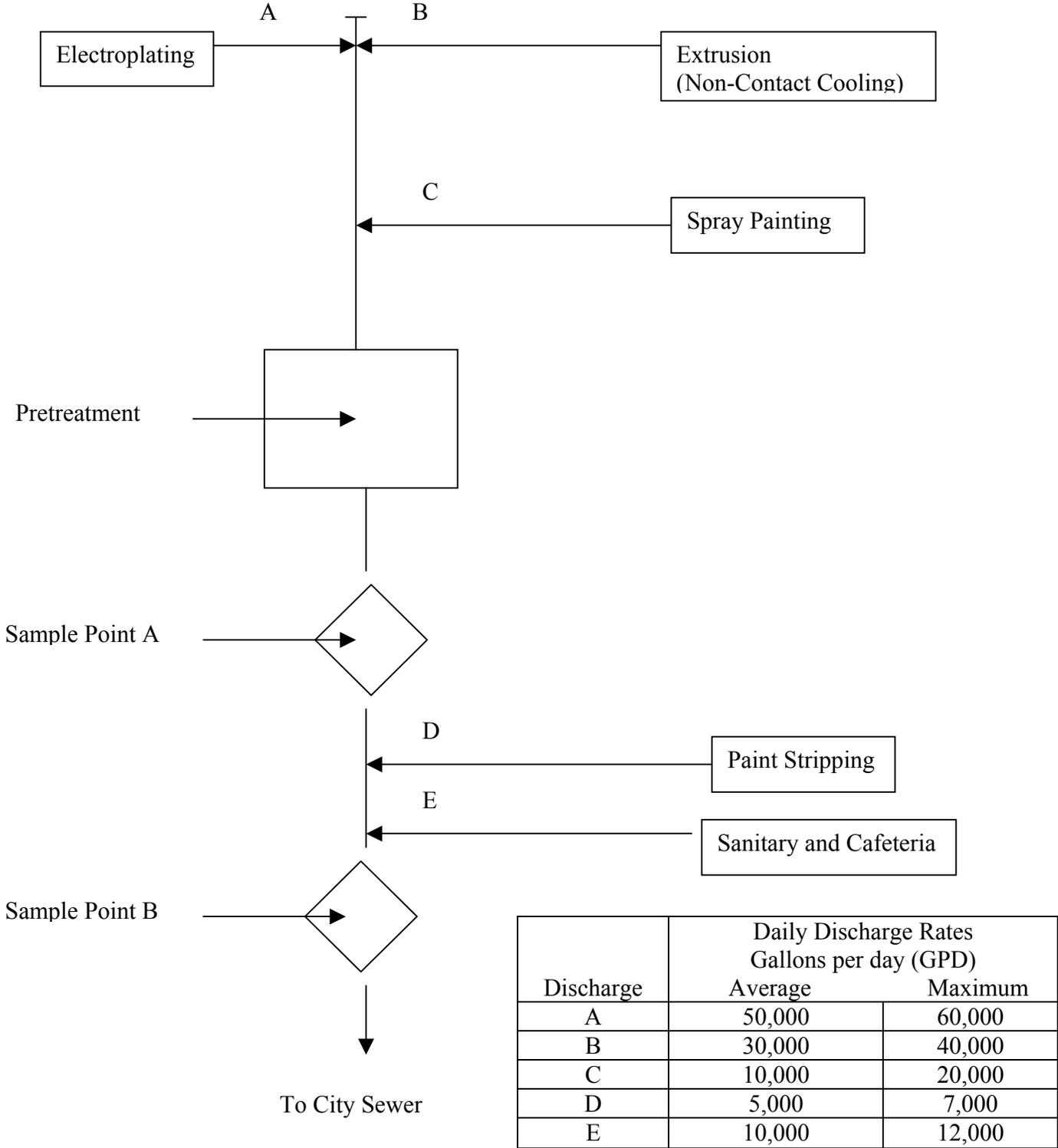


Sample Point A-Sump located immediately after treatment.

Sample Point B-On-site manhole, 10 feet NW of Main Street city manhole.

EXAMPLE I: Sample Addendum A

EXAMPLE II



EXAMPLE II: Sample Addendum B

SECTION F - PRETREATMENT

1. Pretreatment should include any equipment or process used to remove or reduce solids, grease, dissolved, or other materials prior to discharge to sewer system.
2. Self-explanatory.
3. Include a copy of the blueprint, engineering description of treatment and operating data of process.
4. The information provided should include any equipment or process used to remove or reduce air pollutants, (particulates, SO, etc.) and method(s) of residue treatment and disposal.
5. Facilities that contain substantial quantities of oils and/or those pollutants listed in Table I stored on the premise should have a Spill Prevention Control and Countermeasure Plan to prevent such substances from causing environmental damage if spilled.
6. Refer to 40 CFR Parts 405-449, the Federal Register, and other publications from the U.S. EPA.
7. Self-explanatory.
8. Self-explanatory.
9. Self-explanatory.
10. Self-explanatory. The dates are tentative subject to review and changes by the City of Defiance and/or Ohio EPA.

SECTION G - NON-DISCHARGED WASTES

1. Any waste liquids or solids that are not introduced into the sanitary system.
2. Self-explanatory.
3. Self-explanatory.
4. Self-explanatory.
5. Self-explanatory.

6. The EPA promulgated hazardous waste regulations (5/19/80-40 CFR Parts 260-265) under the Resources Conservation and Recovery Act. Sludges or residues resulting from pretreatment will be considered a hazardous waste if the residue fails to meet any of the testing criteria, or if it is listed as a hazardous waste.
7. Self-explanatory.
8. Self-explanatory.

SECTION H - WASTEWATER ANALYSIS/COMPLIANCE

VERIFICATION SAMPLE(S)

1. For specific instructions concerning which parameters to analyze, where to sample, and how to sample, contact the Water Pollution Control Division, phone 782-0841.
2. Self-explanatory.
3. Self-explanatory.
4. Self-explanatory.
5. Self-explanatory.
6. A list of contract laboratories may be obtained from the Northwest District OEPA, 347 N. Dunbridge Road, Bowling Green, OH 43402-9398, phone (419)352-8461.
7.
 - A. All industrial users must complete this section. For specific instructions, contact the Water Pollution Control Division, phone 782-0841.
 - B. This section applies only to those industrial users meeting criteria established by the U.S. EPA as published in 40 CFR and respective amendments published in the Federal Register. For specific instructions, contact the Water Pollution Control Division, phone 782-0841.
 - C. This section applies to any industrial user who indicates usage of a priority pollutant in Table 2 of this report, pages 10-12. Those industries are to sample and analyze for each of the priority pollutants that they checked as "used" in Table 2. For specific instructions, contact the Water Pollution Control Division, phone 782-0841.

APPENDIX A

PRIORITY POLLUTANT SYNONYM LISTING

<u>CHEMICAL COMPOUND</u>	<u>SYNONYM</u>
benzo(a)anthracene	1,2-benzanthracene 2,3-benzphenanthrene
benzo(a)pyrene	3,4-benzopyrene
benzo(g,h,i)perylene	1,12-benzoperylene
benzo(k)fluoranthene	11,12-benzofluoranthene
g-BHC	lindane
bis(2-chloroethyl)ether	2,2'-dichloroethyl ether
bis(2-chloroethoxy)methane	2,2'-dichloroethoxy methane
bis(2-chloroisopropyl)ether	2,2'-dichloroisopropyl ether
bis(chloromethyl)ether	(sym)dichloromethyl ether
bis(2-ethylhexyl)phthalate	2,2'-diethylhexyl phthalate
bromodichloromethane	dichlorobromomethane
bromoform	tribromomethane
bromomethane	methyl bromide
carbon tetrachloride	tetrachloromethane
4-chloro-3-methylphenol	para-chloro-meta-cresol
chloroethane	ethylchloride
chloroform	trichloromethane
chloromethane	methyl chloride
2-chlorophenol	para-chlorophenol
chrysene	1,2-benzphenanthrene
4,4'-DDD	dichlorodiphenyldichloroethane p,p'-TDE
4,4'DDE	tetrachlorodiphenylethane dichlorodiphenyldichloroethylene p,p'-DDX
4,4'-DDT	dichlorodiphenyltrichloroethane
dibenzo(a,h)anthracene	1,2,5,6-dibenzanthracene
dibromochloromethane	chlorodibromomethane
1,2-dichlorobenzene	ortho-dichlorobenzene
1,3-dichlorobenzene	meta-dichlorobenzene
1,4-dichlorobenzene	para-dichlorobenzene
dichlorodifluoromethane	difluorodichloromethane fluorocarbon-12
1,1-dichloroethane	ethylidene chloride

APPENDIX A (Continued)

PRIORITY POLLUTANT SYNONYM LISTING

<u>CHEMICAL COMPOUND</u>	<u>SYNONYM</u>
1,2-dichloroethane	ethylene chloride ethylene dichloride
1,1-dichloroethene (trans)-1,2-dichloroethene	1,1-dichloroethylene acetylene dichloride 1,2(trans)-dichloroethylene
1,2-dichloropropane (cis and trans)1,3-dichloropropene	propylene dichloride (cis and trans)1,3-dichloropropylene
diethyl phthalate	ethyl phthalate
2,4-dimethylphenol	2,4-xylenol
di-n-octyl phthalate	di(2-ethylhexyl)phthalate
4,6-dinitro-2-methylphenol	4,6-dinitro-ortho-cresol
1,2-diphenylhydrazine	hydrazobenzene
endosulfan I	a-endosulfan-alpha
endosulfan II	b-endosulfan-beta
flurene	(alpha)-diphenylene methane
hexachlorobenzene	perchlorobenzene
hexachlorocyclopentadiene	perchlorocyclopentadiene
hexachloroethane	perchloroethane
indeno(1,3,3-cd)pyrene	2,3-ortho-phenylene pyrene
isophorone	3,5,5-trimethyl-2-cyclohexen-1-one
methylene chloride	dichloromethane
2-nitrophenol	para-nitrophenol
4-nitrophenol	ortho-nitrophenol
N-nitrosodimethylamine	dimethyl-nitrosoamine
N-nitrosodipropylamine	N-nitroso-di-n-propylamine
N-nitrosodiphenylamine	diphenyl-nitrosoamine
PCB-1016	Arochlor-1016
PCB-1221	Arochlor-1221
PCB-1232	Arochlor-1232
PCB-1242	Arochlor-1242
PCB-1248	Arochlor-1248
PCB-1254	Arochlor-1254
PCB-1260	Arochlor-1260
2,3,7,8-tetrachlorodibenzo- p-dioxin	TCDD

APPENDIX A (Continued)

PRIORITY POLLUTANT SYNONYM LISTING

<u>CHEMICAL COMPOUND</u>	<u>SYNONYM</u>
1,1,2,2-tetrachloroethane tetrachloroethene	acetylene tetrachloride perchloroethylene tetrachloroethylene
toluene	methylbenzene toluol
1,1,1-trichloroethane	methyl chloroform
1,1,2-trichloroethane	vinyl trichloride
trichloroethene	trichloroethylene
trichlorofluoromethane	fluorocarbon-11 fluorotrichloromethane
vinyl chloride	chloroethene chloroethylene

Section I - Discharge Characteristics Certification

1. All potential pollutants, including materials listed in Section C, 4 of this report (page 4) should be addressed.
 - A. The following are examples of pollutant management descriptions:

Example I

"We only allow handling of petroleum products, (see list of chemicals used, in Section C, 4 of this report), in the garage area where there are no sinks, floor drains, or any other accesses to the sanitary sewer.

Spilled petroleum products are collected with saturating absorbent materials and disposed of at an area landfill. Spent petroleum products are either disposed of similarly or sold for reclaiming.

The only other potential pollutants used are household cleaning materials which are used at rates similar to an average household.

The only sources of wastewater are the drinking fountain and restroom facilities."

Example 2

"We apply waxes and other protective finishes (see list of chemicals used, in Section C, 4 of this report) directly to automobile interior and exterior surfaces with rags. The rags in turn are washed in our washing machine, there only being a trace amount of residue remaining on the rag at the time of washing. These rags are made of normal bath towel material and are approximately ten inches in circumference. At most, two loads of laundry are done per day using an average household-size washing machine and household detergents. One load may consist of a maximum of 20 rags.

Spilled or unwanted non-household potential pollutants are disposed of via trash.

The only other potential pollutants used are household cleaning materials which are used at rates similar to an average household."

- B. Self-explanatory.
- C. Self-explanatory.